

Applicant's To-Do List

Nonhighway and Off-Road Vehicle Activities Program - Education and Enforcement Category

This to-do list is designed to help applicants prepare and submit a grant application for the Nonhighway and Off-road Vehicle Activities Program - Education and Enforcement Category (NOVA E&E).

Grants may be used to support the provision of quality opportunities for NOVA recreationists – opportunities that protect user needs, are environmentally responsible, and minimize conflict between users. Funding is intended to encourage responsible recreational behaviors through positive management techniques.

All applicants must submit the information required through [PRISM Online](#), our online project data system. These steps will guide you through the Recreation and Conservation Office (RCO) application process.

Step 1: Applicant Establishes Eligibility

- Eligible Applicants: counties, federal agencies, municipalities, Native American tribes, and state agencies.
- First time applicants submit a legal opinion to establish eligibility.

Step 2: Applicant Reviews Materials

- Review the appropriate Recreation and Conservation Funding Board manuals for this grant program:
 - [Manual 13](#), *Nonhighway and Off-road Vehicle Activities Program - Education and Enforcement Category*

Step 3: Applicant Submits an Application by July 1, 2014

PRISM Data Fields

PRISM will be open in mid-February to start your application. To begin, go to [PRISM Online](#) to access the Application Wizard and select "Get Started/Start New Application." You then will be

prompted to fill out several screens of information about your project. On-screen instructions, tool tips, and links are available as you navigate through PRISM.

PRISM Attachments

There is an attachments screen in the PRISM Online application and you must attach the following documents before you may submit your application. Include the applicant name, project name and RCO grant number on each attachment. Maps must also include a north arrow, scale and labels for any major highways, roads, cities, water bodies, etc.

- ☐ **Authorizing Resolution/Application Authorization** to show the application is supported by the political, board, or executives of your organization. You must adopt the text verbatim even if you choose to use your own format.
- ☐ **Evaluation: Packet Visuals.** Up to two pages of photographs or other graphics such as schematic drawings, renderings, etc. You may submit visuals in a collage style with several images on each page.
- ☐ **Evaluation: Written Criteria Responses.** Applicants must provide written responses to the evaluation criteria (please see the grant program manual).

The format for your responses is as follows:

- The total of all evaluation responses must not exceed three, single-sided pages.
 - Use white, 8½ x 11-inch paper, with 1-inch margins.
 - Use a regular typeface, such as Arial or Times Roman, 12-point size.
 - In the header of each page, include the applicant name, project name, and the date written.
 - Respond to each question in order.
 - For each question, print the question's number, followed by the question, and then your written response. Each question must have its own separate answer.
 - Do not respond to the Matching Shares criteria. RCO will score this based on other information, or information submitted with the application.
- ☐ **Map: Regional Location.** One, single-sided page that shows the location of the project in a geographic region of the state. The regional map should identify the county, incorporated areas, major highways, and water bodies, etc., so RCO staff and evaluators can locate the general worksite to within a few miles.
- ☐ **Map: Site Location.** One, single-sided page showing the specific location of the project. This map must show the project in relation to local roads, park or ranger district

boundaries, water bodies, landmarks, etc. If possible, show the boundaries of the site on the map.

- ☐ **Map: Trail and/or Facility Map.** Up to two, single-sided pages showing the geographic scope and extent of the project including the trails and trail systems, or the facilities (such as campgrounds and trailheads), and/or features (peak, lake, river) that a typical user would expect to experience. The maps should show the complete area to be patrolled or maintained.
- ☐ **Photo.** All applications require at least one general project photograph in .jpg format. A current ground shot or aerial view of the project site is appropriate.

Note that letters and other documented expressions of project support submitted with the application will be made available for advisory committee review. Applicants should also summarize this support in a paragraph or two when responding to the Project Support Question.

Also note that except for a few protected items, such as cultural resources data or confidential appraisal documents, as soon as you start your application, it and most attachments will be available for review by RCO staff, evaluators, and the public.

Step 4: Technical Review

RCO sends your application to the evaluation committee for review. RCO also reviews the application for eligibility, completeness, and clarity and then returns the application with committee feedback, questions or suggested changes.

Step 5: Re-Submit Application by Technical Completion Deadline August 29, 2014

- ☐ Applicants address issues raised during technical review and make modifications, if needed.
- ☐ Applicants must complete all revisions and resubmit the application in PRISM Online by the Technical Completion Deadline or the application will be deemed ineligible.

Step 6: Evaluators Score Projects

RCO provides the advisory committee the applications for review and evaluation. Evaluators are typically given three to four weeks to score the projects.

RCO staff tabulates the results and meets with the advisory committee to validate the results, establish the committee's funding recommendation, and discuss any proposed process or policy changes.

RCO then announces the results of the evaluation and posts the preliminary ranked lists on its [Web Site](#).

Step 7: Applicants Submit Pre-Agreement Materials

- ☐ Applicants provide a [Certification of Applicant Match](#) to show what amounts and sources of match you have in hand for the project. Attach this document to your application in PRISM Online.
- ☐ Applicants provide any other requested pre-agreement materials as required by RCO.

Step 8: Board Awards Grants and RCO Issues Agreements

- The Recreation and Conservation Funding Board approves grant funding after the Legislature adopts a budget.
- RCO works with you to execute a project agreement before work begins.
- You review other RCO policy manuals:
 - [Manual 7](#), Long-term Obligations
 - [Manual 8](#), Reimbursements
- You attend a Successful Applicant Webinar; then complete your project.